

UNIVERSITY ACCOMMODATION REQUEST FORM

SECTION 1 | Student Information

Full Name			
Student ID No.		Programme & Year of Study	
Gender	☐ Male ☐ Female	Race	Religion
NRIC /Passport No.			Nationality
Date of Birth		Mobile Phone No.	
Email			

SECTION 2 | Accommodation Details

Preferred Residence	☐ Alpine Village Apartment	☐ The Majestic Condominium
	☐ Damaipuri Condominium	☐ Other
Preferred Accommodation Type	☐ Standard	☐ Single Room
	☐ Semi-Furnished	☐ Single Master Bedroom
	☐ Fully Furnished	☐ Shared Room
Expected Move-In Date		Expected Duration of Stay

SECTION 3 | Emergency Contact

Full Name			
Relationship		Mobile Phone No.	
Email			

SECTION 4 | Special Requirements (if any)

e.g. disability, medical needs, etc.

Please provide supporting documents.

SECTION 5 | Accommodation Agreement – Terms & Conditions

1. **Rooms are allocated on a first-come, first-served basis.**
2. **Minimum Stay Requirements:**
 - Students residing at Alpine Village Apartment or Damaipuri Condominium are required to stay for a minimum of one (1) academic semester.
 - Students residing at The Majestic Condominium are required to stay for a minimum of one (1) year. Any request for early departure is subject to the University's approval and may incur penalties.
3. **Students are not permitted to end their accommodation agreement before completing the applicable minimum stay period.** Any exception to this requirement shall be **at the University's discretion and may be subject to charges or penalties.**
4. **An accommodation booking is confirmed upon payment of a one (1) month deposit and pro-rated rent for the first month,** calculated from the move-in date. Proof of payment must be received by the Finance and Accounts Division before the University can guarantee accommodation. Rent must then be paid by the seventh (7th) day of each month.
5. **If payment is overdue by more than a month, a 30-day eviction notice may be issued.**
6. Students are **required to maintain their accommodation for the applicable minimum stay period,** even if they **defer their studies, travel, return to their home countries during semester breaks,** or have **other temporary absences.**
7. **Upon completion of the applicable minimum stay period,** students may continue residing in the accommodation on a **month-to-month basis.** Students who wish to **vacate their accommodation** after fulfilling the **minimum stay period** must submit a **minimum of two (2) months' written notice** using the **University Accommodation Check-out Form** prior to vacating the premises. **Early withdrawal may result in forfeiture of the deposit.**
8. **The University will only bear monthly utility bills up to RM100 for Alpine/Majestic and RM150 for Damaipuri.** Excess usage will be charged to students via the student portal.
9. **Cleaning charges per student upon vacating the accommodation are RM30 for Alpine, and RM50 for Majestic & Damaipuri.** Charges for **cleaning the whole unit** are **RM120 for Alpine, and RM200 for Majestic & Damaipuri.**
10. **The cost of repairs/replacement for damaged items/fittings/fixtures** will be charged to the student.
11. **The misuse, abuse, or negligence of facilities** will incur fines.
12. A **'lockout penalty' of RM30 during office hours or RM50 after hours** will apply for re-entry into the unit/room if the student loses their key.
13. **All payments must be made to the QIU CIMB Virtual Account.** All receipts should be emailed to **fad@qiu.edu.my.**
14. **The post-checkout storage of student belongings** will incur a minimum charge of **RM100 per month.**

Note: QIU reserves the right to amend the above terms and conditions and/or revise rent and rates without prior notice.

SECTION 6 | Final Declaration

- ☐ I hereby acknowledge the above Terms & Conditions and the Accommodation Agreement and agree to abide by them.
- ☐ I declare that all information provided in this form is complete and true.
- ☐ I will adhere to the QIU Hostel Handbook.

Student Signature

Date